



# User Reference Guide

## Compliance

## **Table of Contents**

<b>COURSE OVERVIEW.....</b>	<b>3</b>
COURSE DESCRIPTION.....	3
<b>1    CREATE/MAINTAIN COMPLIANCE RECORD .....</b>	<b>4</b>
1.1    CREATE A COMPLIANCE RECORD .....	4
1.1.1    Key Points.....	<i>Error! Bookmark not defined.</i>
1.2    MAINTAIN A COMPLIANCE RECORD .....	14
1.2.1    Key Points.....	<i>Error! Bookmark not defined.</i>
<b>2    MONITOR COMPLIANCE RECORD .....</b>	<b>23</b>
2.1    MONITOR A COMPLIANCE RECORD .....	23
2.1.1    Key Points.....	27
<b>3    COMPLIANCE BATCH PROCESS .....</b>	<b>28</b>
3.1    REVIEW BATCH PROCESS .....	28

## **COURSE OVERVIEW**

---

### **Course Description**

All aspects relating to compliance are tracked within WellSTAR's Compliance capability. The Compliance capability enables users to monitor and track compliance orders, generate letters of compliance/non-compliance, show the geographic location of wells/facilities with regard to their compliance status, and allow for the transmission of notifications between DOGGR and operators. Reports on compliance can be produced and compliance records displayed.

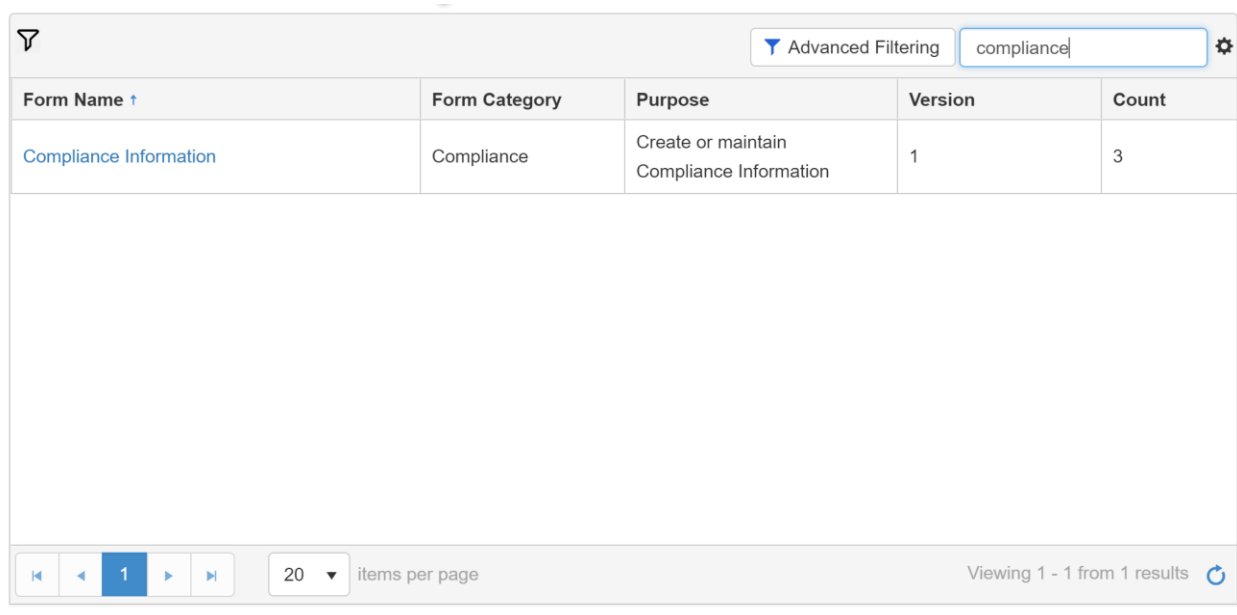
## 1 CREATE/MAINTAIN COMPLIANCE RECORD

In this lesson you will learn how to create and maintain a compliance record.

Lesson Objectives:

- Create a compliance record
- Maintain a compliance record

### 1.1 Create a Compliance Record



Form Name ↑	Form Category	Purpose	Version	Count
<a href="#">Compliance Information</a>	Compliance	Create or maintain Compliance Information	1	3

Step	Action	Required Fields
1.	From the Home screen, select <b>Online Forms</b> .	
2.	In the search bar on the right, type in <b>“Compliance”</b> .	
3.	Click on the blue hyperlink labeled <b>Compliance Information</b> .	

## Section 1. Form Information


Form Information

Please enter information below. \* Indicates required field

**Form Name**  
Compliance Information

**Organization \***

Berry Petroleum Company, LLC (B3930) - Bakersfield, CA ▼

**Description \*** 

Compliance record for well 11A 030-12345

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Compliance Information. Start by typing in the <b>Organization Name</b> and search for the correct organization for the dropdown.	Organization
2.	Enter in a <b>Description</b> for this Compliance Record. <b>NOTE:</b> It is recommended to enter “Well Name/API, Facility Name or Operator” in Description so that this information can also be used to locate the form. Example: Lake View 2 030-12345	Description

## Compliance

### Section 2. Operator Information

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. \* Indicates required field

**Organization Name**  
Berry Petroleum Company, LLC (B3930)


**Type of Organization**  
Corporation

**Organization Primary Address**  
5201 Truxtun Ave.  
Bakersfield, CA 93309


**Organization Primary Phone Number**  
(661) 616-3900

**Ext**

Contacts

Actions ▾  Advanced Filtering

Name ↑	Phone Number	Email	Role	Actions
Mykal Stoner	(661) 334-4615	Mykal.Stoner@conservation.ca.govx	Submitter	
Trent Rosenlieb	(661) 616-3900	trr@bry.comx	Agent	


Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note:</i> changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click <b>“Actions”</b> .	
4.	Click <b>“Add Contact”</b> .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue <b>“Update”</b> button.	
7.	Click <b>“Next”</b> . 	

## Compliance

### Section 3. Compliance Information

Compliance Information

Enter Compliance Information below. \* Indicates required field

**Created Date \***  
8/14/2018 


**Managing District \***  
Inland ▼

**Status**  
Active

**Record Type**  
Manual

**Created By**  
Manual


Associated Violations ▼

Advanced Filtering Actions Search 

<input type="checkbox"/>	Violation ID ↑	Corrective Actions	Remedy Due Date	District	Status	Actions
<input type="checkbox"/>		None	09/14/2018	Inland	Active	Actions▼

1

20 ▼ items per page

Viewing 1 - 1 from 1 results 

Step	Action	Required Fields
1.	Enter the date of the compliance record and the managing district.	Created Date, Managing District
2.	Associate, resolve, or remove any violations by clicking <b>“Actions”</b> and selecting desired action.	

## Compliance

Violation

\* Indicates required field

Status \*

Active

Observation Date \*

8/14/2018

Remedy Due Date \*

9/14/2018

Resolved Date

Please select the violation association

☐ Organization
☒ Well
☐ Facility

Well API \*

0402901562

District

Inland

Code Type \*

California Code of Regulations - Title 14

Section \*

1724.10 - Filing, Notification, Operating, an Testing Requirements for Underground Injection Projects

Corrective Actions \*

Run a good MIT

Violation Notes

Failed required MIT. Upward fluid migration observed.

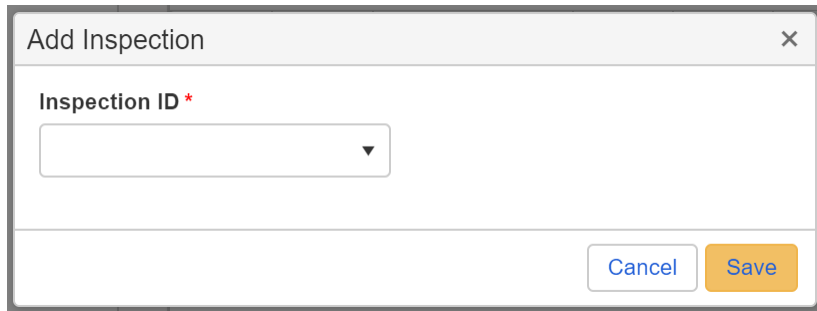
Cancel

Save

Step	Action	Required Fields
1.	By clicking Add New Violation, you may create a new violation. Enter the pertinent information and include all information available.	Status, Observation Date, Remedy Due Date, Well API/Facility ID, Code Type, Section, Corrective Actions



## Compliance

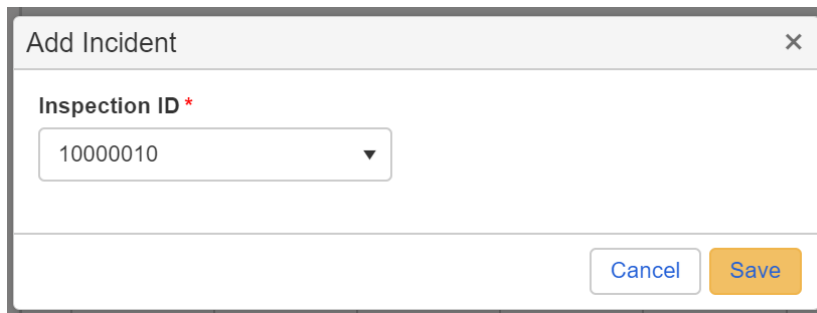


Add Inspection

Inspection ID \*

Cancel Save

Step	Action	Required Fields
1.	Click Add Inspection and enter the inspection ID.	Inspection ID



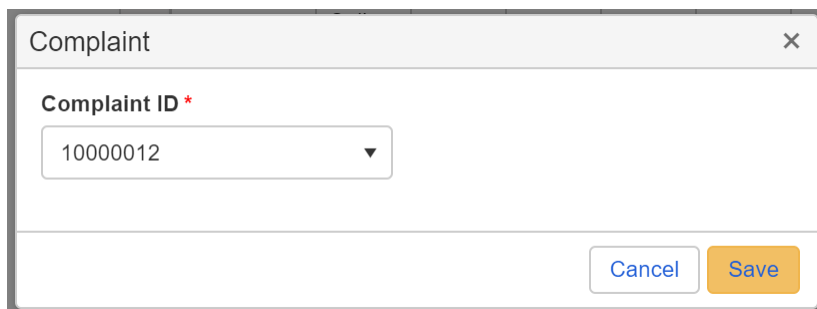
Add Incident

Inspection ID \*

10000010

Cancel Save

Step	Action	Required Fields
1.	Click Add Incident and enter the Incident ID.	Incident ID



Complaint

Complaint ID \*

10000012

Cancel Save

Step	Action	Required Fields
2.	Click Add Incident and enter the Complaint ID.	Complaints ID
3.	Click "Next". <span>Next</span>	

## Section 4. Document Upload

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.


Uploaded Documents

Actions

Search

Advanced Filtering

Upload Date	Uploaded By	Type	Descripti...	Filename	Size	Actions
08/14/2018	<a href="#">Mykal Stoner</a>	Photo	Well Photo	<a href="#">Well.pdf</a>	0.064 MB	<a href="#">Actions</a>

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the Compliance Record. This can include photos, compliance documentation, etc.	
2.	To upload, click <b>add document</b> . A popup will expand below.	
3.	In this popup, input all information. To add the document, select browse, search for the correct file and click <b>upload</b> .	Title, Relevant Date, Description
4.	Select <b>Upload</b> to upload the form to WellSTAR.	
5.	Select <b>"Next"</b> . 	

## Section 5. Notice of Violation

Notice of Violation

Confirm Notice of Violation correspondence parameters. \* Indicates required field

☐ Please check this box if an NOV will not be sent. The correspondence below will not be generated and the operator's agent will be notified upon finalizing this form.

**Date**

8/14/2018

**Agent Name**

Trent Rosenlieb

**Operator Name**

Berry Petroleum Company, LLC

**Address Line 1**

5201 Truxtun Avenue, Suite 100

**Address Line 2**

**Country**

USA

**City** **State** **Zip Code**

Bakersfield

CA

93309

**Additional Information**

Well 11A (030-12345) failed a mechanical integrity test on 8/14/2018.

**Signatory Name \***

District Deputy

**Signatory Title \***

District Deputy

**CC Associated Person**

**CC Associated Organization**

Step	Action	Required Fields
1.	Select whether a notice of violation will be sent to the operator. If the check box is checked the notice of violation will not be sent.	
2.	Enter any additional information that is needed in the text box.	
3.	Fill out the Signatory Name, Signatory Title and CC an Associated Person or an Associated Organization	Signatory Name, Signatory Title
4.	Click <b>"Next"</b> . <span>Next</span>	

## Section 6. Form Submit

Form Submit

Associate related online form submissions to this submission by entering the Form ID or Form Description.

Online Form Association

Actions ▾ ⚙

Form ID	Form Category	Title	Description	Actions

Comments ▾

Actions ▾

◀◀

◀

0

▶

▶▶

20 ▾ items per page

No results to display ↻

Add

*All comments are discoverable records, open to public review.*

Step	Action	Required Fields
1.	If any form needs to be added, click <b>Add Form</b> . This creates a popup. Type in the form ID or name and click <b>"Save"</b> .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click <b>Add Comment</b> .	


Page 12

## Compliance

### Acknowledgement

**Submitter**

  
**Date Received**



☐ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete. \*

### Form Submit Preview

Click the button below to preview your submission summary.


Preview Submission Summary

[Back](#) [Submit](#) [Save](#)

Step	Action	Required Fields
1.	When ready to acknowledge, click the box label <b>“I hereby certify...”</b> . This autopopulates the user’s name who is filling out the form.	
2.	Click the button <b>“Preview Submission Summary”</b> to generate the submission.	
3.	When satisfied with the submission, click <b>“Submit”</b> .	

## Section 7. Confirmation

### Confirmation

 Your form has been submitted successfully. You will be notified when a determination has been made.

Step	Action	Required Fields
1.	No action needed. NOTE: The Compliance Record is submitted and goes through an internal review process. The Review Task is created for the Compliance workgroup.	

## 1.2 Maintain a Compliance Record

Step	Action	Required Fields
1.	Navigate to the <b>Compliance Records</b> page using the <b>Explore Data</b> dropdown.	
2.	Locate the Compliance Record you wish to update to maintain.	
3.	Click on the <b>"Actions"</b> dropdown and select <b>"Edit"</b> . The Compliance Information form will open for this Compliance Record.	

### Section 1. Form Information

Form Information

Please enter information below. \* Indicates required field

**Form Name**  
Compliance Information

**Organization \***

Berry Petroleum Company, LLC (B3930) - Bakersfield, CA ▼

**Description \*** ⓘ

Compliance record for well 11A 030-12345

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Compliance Information. Start by typing in the <b>Organization Name</b> and search for the correct organization for the dropdown.	Organization
2.	Enter in a <b>Description</b> for this Compliance record. <b>NOTE:</b> It is recommended to enter "Well Name/API, Facility Name or Operator" in Description so that this information can also be used to locate the form. Example: Lake View 2 030-12345	Description

### Section 2. Operator Information

## Compliance

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. \* Indicates required field

**Organization Name**  
Berry Petroleum Company, LLC (B3930)

**Type of Organization**  
Corporation

**Organization Primary Address**  
5201 Truxtun Ave.  
Bakersfield, CA 93309

**Organization Primary Phone Number**  
(661) 616-3900

**Ext**

Contacts

Actions ▾

Advanced Filtering

Name ↑	Phone Number	Email	Role	Actions
Mykal Stoner	(661) 334-4615	Mykal.Stoner@conservation.ca.govx	Submitter	
Trent Rosenlieb	(661) 616-3900	trr@bry.comx	Agent	

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note:</i> changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click <b>“Actions”</b> .	
4.	Click <b>“Add Contact”</b> .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue <b>“Update”</b> button.	
7.	Click <b>“Next”</b> . <span>Next</span>	

## Compliance

### Section 3. Compliance Information

Compliance Information

Enter Compliance Information below. \* Indicates required field

**Created Date \***

**Managing District \***

**Status**

**Record Type**

**Created By**

Associated Violations

Advanced Filtering

Actions

Search

	Violation ID	Corrective Actions	Remedy Due Date	District	Status	Actions
		None	09/14/2018	Inland	Active	Actions

1

20 items per page

Viewing 1 - 1 from 1 results

Step	Action	Required Fields
1.	Enter the date of the compliance record and the managing district.	Created Date, Managing District
2.	Associate, resolve, or remove any violations by clicking <b>“Actions”</b> and selecting desired action.	



**Add Violation**


☒ Create New Violation ☐ Choose Existing Violation

Status \*


Pending ▾

☐ Do not make Active on form submit


Observation Date \*

10/20/2017 

Remedy Due Date \*

10/20/2017 

Resolved Date



Please select the violation association:

☐ Organization ☐ Well ☐ Facility ☒ Project

Project Code \*

03012345

District


Inland

Code Type \*

California Code of Regulations – Title 14 ▾

Section \*

§ 1773.1. Production Facility Secondary Containment. ▾

Corrective Actions \* 

Fix damage to secondary containment.

Violation Notes

Free-form text box

Cancel

Save

## Compliance

Step	Action	Required Fields
1.	By clicking Add New Violation, you may create a new violation. Enter the pertinent information and include all information available.	S Status, Observation Date, Remedy Due Date, Well API/Facility ID, Code Type, Section, Corrective Actions

Add Inspection

Inspection ID \*

Cancel Save

Step	Action	Required Fields
1.	Click Add Inspection and enter the inspection ID.	Inspection ID

Add Incident

Incident ID \*

Cancel Save

Step	Action	Required Fields
1.	Click Add Incident and enter the Incident ID.	Incident ID

## Compliance

Complaint

Complaint ID \*

10000012

Cancel

Save

Step	Action	Required Fields
1.	Click Add Incident and enter the Complaint ID.	Complaints ID
2.	Click <b>"Next"</b> . <div>Next</div>	

## Section 4. Document Upload

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents


Actions

Search

Advanced Filtering

Upload Date ↓	Uploaded By	Type	Descripti...	Filename	Size	Actions
08/14/2018	Mykal Stoner	Photo	Well Photo	Well.pdf	0.064 MB	Actions

## Compliance

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the Compliance Record. This can include photos, compliance documentation, etc.	
2.	To upload, click <b>add document</b> . A popup will expand below.	
3.	In this popup, input all information. To add the document, select browse, search for the correct file and click <b>upload</b> .	Title, Relevant Date, Description
4.	Select <b>Upload</b> to upload the form to WellSTAR.	
5.	Select <b>"Next"</b> . 	

## Section 5. Notice of Violation

## Compliance

Notice of Violation

Confirm Notice of Violation correspondence parameters. \* Indicates required field

☐ Please check this box if an NOV will not be sent. The correspondence below will not be generated and the operator's agent will be notified upon finalizing this form.

**Date**

8/14/2018

**Agent Name**

Trent Rosenlieb

**Operator Name**

Berry Petroleum Company, LLC

**Address Line 1**

5201 Truxtun Avenue, Suite 100

**Address Line 2**

**Country**

USA

**City** **State** **Zip Code**

Bakersfield CA 93309

**Additional Information**

Well 11A (030-12345) failed a mechanical integrity test on 8/14/2018.

**Signatory Name \***

District Deputy

**Signatory Title \***

District Deputy

**CC Associated Person**

**CC Associated Organization**

Step	Action	Required Fields
1.	Select whether a notice of violation will be sent to the operator. If the check box is checked the notice of violation will not be sent.	
2.	Enter any additional information that is needed in the text box.	
3.	Fill out the Signatory Name, Signatory Title and CC an Associated Person or an Associated Organization	Signatory Name, Signatory Title
4.	Click <b>"Next"</b> . <span>Next</span>	

## Section 6. Form Submit

Acknowledgement

Submitter

Date Received

8/9/2018

☐ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete. \*

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

[Back](#)
[Submit](#)
[Save](#)

Step	Action	Required Fields
1.	If any form needs to be added, click <b>Add Form</b> . This creates a popup. Type in the form ID or name and click <b>"Save"</b> .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click <b>Add Comment</b> .	
3.	When ready to acknowledge, click the box label <b>"I hereby certify..."</b> . This auto populates the user's name who is filling out the form.	
4.	Click the button <b>"Preview Submission Summary"</b> to generate the submission.	
5.	When satisfied with the submission, click <b>"Submit"</b> .	

## Section 7. Confirmation

## Compliance

## Confirmation



Your form has been submitted successfully. You will be notified when a determination has been made.

Step	Action	Required Fields
1.	No action needed. NOTE: The Operator Incident Report is submitted and goes through an internal review process. The Review Task is created for the Compliance Workgroup.	

## 2 MONITOR COMPLIANCE RECORD

In this lesson you will learn how to monitor a compliance record.

### Lesson Objectives:

- Monitor a Compliance Record

## 2.1 Monitor a Compliance Record

## Compliance Record View

Compliance Records						
<div> <span>Compliance Records</span> <span>Violation Records</span> </div> <div> <div>Advanced Filtering</div> <div>Actions</div> <div>Search</div> </div>						
Compliance ID	Operator ↑	Managing District	Created Date ↓	Record Type	Status ↑	Actions
10000093	19200 Holly Street L.L.C.	Southern	09/04/2018	Production	Pending	Actions▼
10000313	888-5 Partners, LLC	Southern	09/04/2018	Production	Pending	Actions▼
10000235	Aalpha Energy, Inc.	Southern	09/04/2018	Production	Pending	Actions▼
10000236	ABA Energy Corporation	HeadQuarters	09/04/2018	Production	Pending	Actions▼
10000301	Addison Oil & Gas, LLC	Coastal	09/04/2018	Production	Pending	Actions▼
10000237	Aera Energy LLC	HeadQuarters	09/04/2018	Production	Pending	Actions▼

## Compliance

Step	Action	Required Fields
1.	Navigate to the <b>Compliance Records</b> section using the <b>Explore Data dropdown</b> .	
2.	This will bring you to the overall <b>Compliance Records</b> view where you can use <b>Advanced Filtering</b> to filter the records in the table.	
3.	Click on the specific <b>Compliance ID</b> that you would like to view the <b>Compliance Detail</b> on that Compliance Record.	

### Compliance Detail

Compliance ID: 10000093

Summary Actions

Status

Pending

Created Date

9/4/2018

Managing District

Southern

Operator

19200 Holly Street L.L.C.

Record Type

Production

Created By

system\_batch\_WD20.2

Associated Violations

Advanced Filtering

Actions

Search

Violation ID	Operator ↑	Well API/Facility ID	Field	Lease	Area	County	Status ↑
10007816	19200 Holly Street L.L.C.	0405921291	Huntington Beach	Scott Petroleum	North	Orange	Pending
10007820	19200 Holly Street L.L.C.	0405901377	Huntington Beach	Barnett Anchor	Onshore	Orange	Pending
10007815	19200 Holly Street L.L.C.	0405921291	Huntington Beach	Scott Petroleum	North	Orange	Pending
10007818	19200 Holly Street L.L.C.	0405901376	Huntington Beach	Barnett Anchor	North	Orange	Pending
10007819	19200 Holly Street L.L.C.	0405901376	Huntington Beach	Barnett Anchor	North	Orange	Pending

1

20

items per page

Viewing 1 - 7 from 7 results

Associated Inspections

Associated Incidents

Associated Complaints

Comments



## Compliance

Step	Action	Required Fields
1.	Click on the <b>Summary</b> dropdown to view the <b>Documents</b> and <b>Events</b> associated to that Compliance Record.	

### Compliance Detail

 Help

Compliance ID: 10000093
Documents
Actions

Advanced Filtering
Actions
Search

Upload Date	Relevant Date	Uploaded By	Category	Type	Description	Filename

0
20 items per page
No results to display

Step	Action	Required Fields
1.	This is where all associated documents will be located	

### Compliance Detail

 Help

Compliance ID: 10000093
Events
Actions

Advanced Filtering
Actions
Search

Date	Created By	Type	Description

0
20 items per page
No results to display

Step	Action	Required Fields
1.	This is where all associated events will be listed.	

## Compliance

### Violation Record View

#### Violation Detail

Violation ID: 10007817

SummaryActions

<b>Status</b> Pending	<b>Observation Date</b> 9/4/2018	<b>Remedy Due Date</b> 10/4/2018
<b>Resolved Date</b>	<b>Operator</b> 19200 Holly Street L.L.C.	<b>WellAPI</b> 0405901375
<b>District</b> Southern	<b>Code Type</b>	<b>Regulation Section</b>
<b>Record Type</b> Production		

**Corrective Actions**  
You are missing one or more types of Production reports. Please submit missing data.

**Violation Notes**  
OG110D Monthly Disposition

Comments

Actions

0

20 items per page

No results to display

Add

*All comments are discoverable records, open to public review.*

Step	Action	Required Fields
1.	Navigate to the <b>Violations Records</b> section using the <b>Explore Data dropdown</b> and selecting <b>Compliance</b> . Then click on <b>Violations Record</b> .	
2.	This will bring you to the overall <b>Violations Records</b> view where you can used <b>Advanced Filtering</b> to filter the records in the table.	
3.	Click on the specific <b>Violation ID</b> that you would like to view the <b>Violation Detail</b> on that Compliance Record.	

## Compliance

### Violation Detail

[Help](#)

Violation ID: 10007817

Events Actions

Advanced Filtering

Actions

Search

Date	Created By	Type	Description
------	------------	------	-------------

0

20

items per page

No results to display

Step	Action	Required Fields
1.	Click on the <b>Summary</b> dropdown to view the <b>Events</b> associated to that Compliance Record.	
2.	This will display all associated events with the Violation Record.	

#### 2.1.1 Key Points

- All Compliance data is available to the public after it has been reviewed and approved.

### 3 COMPLIANCE BATCH PROCESS

In this lesson you will learn how Batch Processes create Compliance Records.

Lesson Objectives:

- Review a batch process for records due and production data.

#### 3.1 Review Batch Process

Review						
Task Name	Workgro...	Assigned To	Created	Last Updated	Review Status	Actions
ReviewCo mplianc e Submission	Inland District Compliance Review	Mykal Stoner	08/14/2018 01:20 PM	08/14/2018 01:28 PM		Actions▼
<div> <div> <div>◀</div> <div>◀</div> <div>1</div> <div>▶</div> <div>▶</div> </div> <div>10 items per page</div> <div>Viewing 1 - 1 from 1 results</div> <div>↻</div> </div>						

Step	Action	Required Fields
1.	WellSTAR will automatically run the <b>Batch Jobs</b> at a set time and create a task for an internal User to review it.	
2.	After review of the submission, find the workgroup you are associated with and click actions.	
3.	In the pop-up generated, set the <b>Review Status</b> to <b>Pass</b> or <b>Return</b> . And Click <b>"Save"</b> .	
4.	Once the necessary reviews have been completed, click close. NOTE: Once the Task has been completed, the status will be approved and completed.	